

MINUTES

Wednesday, November 29, 2023
Finance Board Meeting – 6:00 p.m.
Town Hall Community Room 1st Floor & Virtual
27 Sturbridge Rd.
Holland, MA 01521

Members in person attendance: Karen Peret, Andy Harhay, Paul Tortolani

Members virtually in attendance: Cari Kay Robertson

Guests in attendance: Stacy Stout Town Administrator

Meeting called to order by Chair at: 6:06 p.m.

Topics of Discussion:

1. **Approval of Meeting Minutes: for October 19, 2023**
Chair motioned to approve minutes
Motion approved by : Paul Tortolani
Second by: Andy Harhay
All voted in favor by roll call.

Approval of Meeting Minutes for November 7, 2023
Chair Motioned to approve minutes
It was recommended for minutes to be amended with revisions given by several board members.
All voted in favor for revision by roll call

2. **Finance Board Meeting Decorum:** Chair presented a decorum for holding public FB meetings in which it outlines on how to successfully hold a public meeting while meeting the public's expectations in orderly fashion. Decorum was briefly discussed among members and agreed to implement suggested decorum in future meetings.
3. **Motion for the FY23 Prior Year Bills**
Chair motioned for funds to come from Reserve Fund Account
Motion approved by: Andy Harhay
Second by: Paul Tortolani All in favor Robertson not present
4. **Highway Department Request to Address Finance Board:**
Brian Johnson of the Highway Department did not attend tonight's FB meeting
5. **Review of proposals for Compensation Study:**
After further discussion amongst board members of what should be part of the Compensation

Study it was agreed that Elected Positions should be included in the study as well. Town Administrator agreed to communicate with both vendors to ensure that the study of these positions is included in their proposals. If not part of the current proposal we will need to know what would be the additional cost if any for them to be included in the study. FB will vote on how to proceed once we get a response from both vendors GovHR & The Collins Study. Town Administrator informed the FB that BOS has approved \$35k in ARPA funds for the HR policy descriptions.

6. Final Review / Approval of Budget Request Documents:

Further discussion and suggestions for modifications of the documents were made by various members. Chair will create an additional spreadsheet showing all departments needing and requesting budget changes for FY25. Town Administrator will be presenting documents to all Dept. Heads at the next department meeting and will give FB their feedback on the documents presented.

7. Select Board Comments:

A brief mention in regards the topics covered at the last BOS meeting was made which included concerns with in town small businesses obtaining proper licensing and Open Space classification.

8. Roundtable Comments:

Chair brought up the concern mention by FB member in regards to properties not being assessed in an appropriate timely manner. Also, thinking of inviting Assessor to FB meeting for further explanation of her duties and responsibility and possibly include BOS in that meeting. Town Administrator will touch base with Assessor to get a sense of what her schedule is like and see if having her as part of a future FB meeting would be feasible.

Next FB meeting : Wednesday, December 13, 2023 @ 6:00p.m.

Meeting adjourned by chair @ 7:10 p.m.

Motion made by: Andy Harhay

2nd by: Paul Tortolani

Roll call vote all in favor: YES

Respectfully submitted by:

All Boards Clerk

Brenda Anger

FINANCE BOARD PUBLIC MEETING DECORUM

The Chair announces the procedure at the beginning of the meeting

The Chair will exhaust all its members' questions first

Residents can only speak if recognized by Chair

The public will be recognized by Chair by raising your hand

Once recognized please state your name and address for the recording.

You will be allowed one question within 2 minutes

After all the raised hands have had their one question, you may ask again if recognized

Thank you for your orderly conduct!

Town of Holland
FY 2025 Budget Prep Worksheet

Account Number	Account Name	FY22 Budget	FY22 Expenditures	FY23 Budget	FY23 Expenditures	FY24 Budget	FY24 Expenditures	FY25 Budget Request
001-114-5110-0000	Moderator Stipend	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	
001-122-5110-0000	Selectmen Stipends	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ -	
001-122-5700-0000	Selectmen Expense	\$ 4,692.00	\$ 2,061.55	\$ 4,692.00	\$ 4,389.43	\$ 4,500.00	\$ 688.00	
001-129-5110-0000	Town Administrator Salary	\$ 47,683.00	\$ 47,683.00	\$ 65,067.00	\$ 65,067.00	\$ 69,622.00	\$ 14,450.11	
001-129-5110-0001	All Boards Clerk	\$ 12,463.00	\$ 10,682.00	\$ 13,086.00	\$ 7,144.50	\$ 14,228.00	\$ 846.00	
001-129-5110-0003	Grant Writer	\$ 30,000.00	\$ -	\$ 10,000.00	\$ 1,440.00	\$ 10,000.00	\$ -	
001-129-5110-0004	Town Admin Assistant	\$ 7,000.00	\$ 6,956.00	\$ 7,350.00	\$ 7,345.75	\$ 11,897.00	\$ 2,086.63	
001-129-5110-0005	Clerical Support Staff	\$ -	\$ -	\$ -	\$ -	\$ 18,772.00	\$ 688.50	
001-151-5300-0000	Legal	\$ 30,000.00	\$ 11,583.79	\$ 30,000.00	\$ 9,462.54	\$ 30,000.00	\$ -	
001-231-5300-0000	Ambulance Services	\$ 107,336.00	\$ 107,335.81	\$ 109,517.00	\$ 101,342.89	\$ 116,088.00	\$ 28,846.68	
001-424-5700-0000	Street Lighting	\$ 14,000.00	\$ 12,060.45	\$ 14,000.00	\$ 13,183.34	\$ 14,000.00	\$ 2,475.34	
001-830-5690-0000	PV/PC Assessment	\$ 432.00	\$ 431.12	\$ 464.00	\$ 463.63	\$ 475.00	\$ 475.23	

FY24 Expenditures
to date 9/30/23
(W#6)
FY25 Budget Request

Comments: